C I T Y   O F   A T L A N T A

APPLICATION FOR RECORD RETENTION SCHEDULE	Department of Administrative Services Bureau of General Services Record Management Division

INSTRUCTIONS: CONTACT YOUR RECORDS OFFICER FOR ASSISTANCE IN COMPLETING THIS FORM OR CALL THE RECORDS MANAGEMENT DIVISION AT 817-6803 OR WRITE THE RECORDS MANAGEMENT DIVISION, 675 PONCE DE LEON AVENUE, N.E., SUITE 3109, ATLANTA, GEORGIA 30309

1. Agency Address	**For Records management Use**	
	Application Number	Date Received
	Date Completed	Schedule Number

2. Person to Contact   Working Title   Telephone Number

3. Action Requested

a. ☐ Establish Retention Schedule for all past, present & future accumulations of the record series.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Schedule   Check One: Change ☐   Supersede ☐   Void ☐
No.

4.	Date of Series		5. Record Series Title (Followed by title used in office; if different)
Earliest		Latest	

6. Office Function (State the function of the Office in which this record series is created.)

7. Record Series Description	This file contains the following documents (include titles and form numbers, if any): Attach samples of the files.
Document relating to:	
Included are:	
Files is arranged:	

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four

Months old _____ ; Twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ Other (Specify) _____

Current Accumulation:

YES	NO	10. Questionnaire (Place an "X" in the proper column.)
☐	☐	a. Is his the official copy of the series? If not, where is it?
☐	☐	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
☐	☐	c. Is this a vital record?
☐	☐	d. Does this series have historical or long term research value?
☐	☐	e. When one or two documents in the file make it necessary to keep the entire file for a long period could these documents be scheduled separately?
☐	☐	f. Is the information contained in the series ever published? If yes, attach copy.
☐	☐	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
☐	☐	h. Is there a duplication of this series in your office, or in another officer or agency? If yes, where?
☐	☐	i. Is this series (or a major portion of it) regularly microfilmed?
☐	☐	j. Does the record series result in a computer printout?

11. Retention Requirements. The following requires the series to be kept?

A.	State Law	_____ Years	E.	Audit Period	_____	Years
B.	City Code	Years	F.	Administrative Needs	_____	Years
C.	Statute of Limitations	_____ Years	G.	Federal Instructions	_____	Years
D.	Federal Law	_____ Years	H.	Historical Value	_____	Permanent

Attach copy or excerpt of laws regulations. Explain administrative need which exceeds 3 yrs.

12. Approved Disposition Instructions. The agency recommends that the file series be cut off at the end of each

☐ Calendar Year; ☐ Fiscal Year; ☐ Other		Then,
☐ Hold in the current files area	Month(s)	Year(s); then
☐ Transfer to local holding area; hold		Year(s); then
☐ Transfer to Municipal Records Center; hold		Year(s); then
☐ Destroy		
☐ Transfer to Municipal Achieves for permanent retention.		
☐ Other (attach additional sheet, if necessary)		

Agency Head/Designee (Signature)	Date	Agency Records Officer (Signature)	Date

RECORDS ADMINISTRATION COMMITTEE		SIGNATURES	DATE
THIS RECORD SERIES HAS BEEN EVALUATED FOR LEGAL, FISCAL, ADMINISTRATIVE AND HISTORICAL	MAYOR/DESIGNEE		
	CLERK/DESIGNEE		
	COMMISSIONER OF		

RETENTION REQUIREMENTS, AND THE RECOMMENDATIONS IN PARAGRAPH 12 ARE APPROVED	FINANCE/DESIGNEE		
	CITY ATTORNEY/DESIGNEE		
	BUREAU DIRECTOR GENERAL SERVICES/DESIGNEE		
STATE RECORDS COMMITTEE		SIGNATURES	DATE
Recommendations in paragraph 12 are approved. (If disapproved. Attach letter of explanation	State Auditor/Designee		
	Secretary of State/Designee		
	Attorney General/Designee		